

SECTION I / REGISTRANT INFORMATION:

NAME (LAST, FIRST, MI):	EMAIL:	PHONE:	LAST FOUR OF SSN:
CLASSIFIED MAILING ADDRESS:			

SECTION II / COURSE INFORMATION:

I am requesting a Need-To-Know Certification for attendance at the following Georgia Tech Professional Education (GTPE) Course. I acknowledge this request **DOES NOT** guarantee my registration

COURSE TITLE (SELECT ONE)	COURSE DATE

SECTION III / NEED TO KNOW CERTIFICATION & CLEARANCE VERIFICATION:

SPECIAL NOTE FOR COURSE ATTENDANCE — NO EXCEPTIONS!

- 1) CONTRACTORS ...** You MUST obtain approval through your U.S. Govt. Contracting OFFicer or U.S. Govt. Sponsor.
- 2) GOVERNMENT EMPLOYEES ...** You MUST obtain approval from your supervisor.

I hereby certify identified registrant has a "Need-to-Know" for countermeasures and low observables to attend the classified course selected above. Registrant requires access to **SECRET** classified course information based on work being performed in support of:

◆ Contract #: _____, or Program: _____.

CERTIFYING OFFICIAL:

NAME (LAST, FIRST, MI): _____ EMAIL: _____
 ORGANIZATION: _____ PHONE: _____
 TITLE: _____ DATE: _____

CERTIFYING OFFICIAL SIGNATURE: (WET SIGNATURE, DoD CAC, OR DoD SPONSORED ECA PKI SIGNATURE IS ACCEPTABLE)

SECTION IV / CLEARANCE VERIFICATION (TO BE COMPLETED BY SECURITY OFFICIAL):

PREFERRED METHOD FOR VERIFICATION OF SECURITY CLEARANCE - PLEASE SEND ELECTRONICALLY TO GA TECH CAGE CODE ØKC83 VIA: (PLEASE SELECT ONE)

Defense Information System for Security (DISS) or National Background Investigation Services (NBIS)

SECTION IV-A - REGISTRANT CLEARANCE INFORMATION:

ONLY PROVIDE THE FOLLOWING INFORMATION IF NOT SENDING ELECTRONICALLY VIA AN APPROVED GOVERNMENT SYSTEM OF RECORD AS IDENTIFIED ABOVE

REGISTRANT CITIZENSHIP:	SSN:	DOB:	POB:	CLEARANCE LVL:	CLEARANCE DATE:
SCTY OFFICIAL NAME:	TITLE:	EMAIL:	PHONE:	DATE:	
CAGE CODE:	FACILITY CLEARANCE LVL:	STORAGE LVL:	SECURITY OFFICIAL SIGNATURE: (WET SIGNATURE, DoD CAC, OR DoD SPONSORED ECA PKI SIGNATURE IS ACCEPTABLE)		

❧ SPECIAL NOTES / INSTRUCTIONS ❧

In Accordance With 32 Code of Federal Regulations Part 117-National Industrial Security Program Operating Manual ...

- ◆ § 117.15(h) Disclosure – ***“Contractors will establish processes by which classified information is disclosed only to authorized persons.”***
- ◆ § 117.16(b)(4)(ii) Clearance and need-to-know – ***“All persons in attendance at classified sessions will possess the requisite clearance and need-to-know for the information to be disclosed.”***

CURRENT PHOTO IDENTIFICATION REQUIRED UPON COURSE ARRIVAL

Official Federal or State Issued Photo Identification is Required to Positively Identify Course Participants, i.e. ...

- ◆ U.S. Military Active / Retired ID
- ◆ DoD CAC (Common Access Card)
- ◆ U.S. Passport or U.S. Passport Card
- ◆ State Issued Credential (Drivers License / ID Card, etc.)
- ◆ Federal Law Enforcement Credentials

SEND COMPLETED FORM TO ONE OF THE FOLLOWING

- ◆ SEND VIA **ENCRYPTED** EMAIL To: RS-SHORT-COURSE@GTRI.GATECH.EDU – **(SENDER MUST ENCRYPT PII DATA)**; OR
- ◆ E-FAX: 404.407.9879; OR
- ◆ MAIL To: GA TECH RESEARCH SECURITY, 350268 GA TECH STATION, ATLANTA GA 30332-0800; OR
- ◆ DoD SAFE: [HTTPS://SAFE.APPS.MIL/](https://safe.apps.mil/)